

**FINANCE COMMITTEE
MINUTES
Tuesday, September 13, 2016
City Hall, Room 207**

MEMBERS: Alders Tom De Wane, Tom Sladek, Joe Moore and Mark Steuer

Others Present: Ald. Dave Nennig, Ald. Barbara Dorff, Mike Hronek, Dawn Foeller, Diana Ellenbecker, Rick Jensen, Attorney Vanessa Chavez, Police Chief Smith, Mike Kochaver, and others

1. Roll Call. All were present.

2. Approval of the Agenda.

Motion to approve agenda as presented made by Ald. Mark Steuer; seconded by Ald. Tom Sladek.

3. Approval of the minutes of the Finance Committee meeting of August 9, 2016.

Motion to approve the minutes as presented made by Ald. Tom Sladek; seconded by Ald. Mark Steuer.

4. Consideration with possible action on the request by City Assessor, Russ Schwandt, to approve Settlement Agreement for 201 West Walnut Street.

Dawn Foeller referred the committee to their packets wherein information on this item is attached. A determination was made by the Department of Revenue wherein they opted to revalue the property from \$1,338,600 to \$539,200, resulting in reduction of \$799,400 and a calculated tax difference of \$17,621. Director Foeller brought this forward since the payment is over \$10,000.

Ald. Tom Sladek questioned if there was room for the City to challenge this as his concern was the considerably large difference. Director Foeller responded in consulting with the City Assessor's office, we would have had a good case; however the Department of Revenue saw it differently. Mike Kochaver stated this is for one year, 2014, and furthermore, this is a property that he will keep an eye on its value each year.

Motion made to approve made by Ald. Mark Steuer; seconded by Ald. Tom Sladek.

5. Report of the Purchasing Manager:

- a. Consideration with possible action on the request approval to award a 3-year contract for Microsoft Enterprise Agreement to CDW-G for \$307,662 (\$102,554/yr.).

Purchasing Manager, Rick Jensen, came forward to review pricing of the Microsoft license contract. CDW-G was the low vendor and pricing came from state contract.

Motion to approve the award of the contract made by Ald. Tom DeWane; seconded by Ald. Mark Steuer.

- b. Consideration with possible action on the request to approve the award of a 3-year contract for Debt Collection Services to Finance Systems of Green Bay, Inc. for an estimated cost of \$90,000 (\$30,000/yr.), with one 2-year renewal option.

Rick Jensen explained this contract is for debt collection for the City, mainly EMS claims billed out/contracted out for patient emergency services. What the initial contractor is unable to collect through traditional insurance companies, Medicare and Medicaid, the City turns over to a debt collection agency. There are a couple metrics involved with awarding this contract; what the debt collection agency will charge and what their recovery rate is. Some do not collect high percentages of debt, but charge low fees. Two highest scoring vendors were invited in for further review and interview. One of the vendors selected was Finance Systems of Green Bay. Through the bidding process they have reduced their fee from 33.1/3% to 15% and also had a higher recovery collection percentage. There was discussion on this as to Finance Systems recovering delinquent EMS and delinquent personal property, with a projected 31% recovery rate, however, Asst. Director Ellenbecker said she calculated the value to be closer to an actual 28% recovery rate.

Motion to approve award made by Ald. Tom DeWane; seconded by Ald. Mark Steuer.

- c. Consideration with possible action on the request to approve a contract for the demolition of a building at 1200 Doty St. to BEST Enterprises, LLC for \$17,425.

Through brief discussion on this issue, it was confirmed this project is being funded by Neighborhood Enhancement funds. Rick Jensen spoke to the property being severely water damaged and cannot be rehabbed properly by a contractor. The plan of the City is to demolish and convert into two single home pieces of property for two single family dwellings. There was question as to ownership of the property. (Point of clarification, the City owns the property located at 1200 Doty St and there is an individual home owner at 2405 Finger Road who will be billed for their respective demolition. With the later property, if the invoice is not paid, the value of the demo will go on the tax roll of the individual property owner(s).)

Motion made by the committee to have this item placed on the Historic Preservation Commission agenda as well. Motion approved unanimously and carried.

Motion to approve award made by Ald. Tom DeWane; seconded by Ald. Tom Sladek.

- d. Report the purchase of 12 used vehicles for the School Resource Officers (SRO) from Bergstrom Automotive (2 vehicles for \$24,418 total) and Chrysler World (10 vehicles for \$127,540 total).

Motion to receive and place on file made by Ald. Tom DeWane; seconded by Ald. Tom Sladek.

- 6. Consideration with possible action on the request by the Finance Director to discuss Brown County Treasurer's proposal to charge \$.85 per parcel to print the City's tax bills.

There was brief discussion on this. This is a proposed charge to all municipalities; a cost shift situation, whereas this cost has always been paid by the County in the past. It appears the State Statutes allow the County to charge for this service. There will be some investigation into the City printing their own tax bills vs. cost share with County. It was also stated that this cost share action is coming from the top at the County wherein they are attempting to place the burden of cost on municipalities.

Motion made to draft a resolution opposing this proposal made by Ald. Tom DeWane; seconded by Ald. Tom Sladek.

7. Consideration with possible action on the request by Ald. Andy Nicholson for a list of all development contracts and how much the development subsidy and to whom or what organization received it for the last 10 years.

Motion made to receive and place on file and accept items 7-11 as one and provide information in whole made by the committee and unanimously accepted. Motion carried.

8. Consideration with possible action on the request by Ald. Andy Nicholson for review of the cash flow for all TIFS separately until the end of the TIFS life; cash flows should include all projected or planned future expenses.

Motion made to receive and place on file and accept items 7-11 as one and provide information in whole made by the committee and unanimously accepted. Motion carried.

9. Consideration with possible action on the request by Ald. Andy Nicholson to review the total amount of the I-43 Industrial Park TIF has paid out as a donor TIF since it's been in place.

Motion made to receive and place on file and accept items 7-11 as one and provide information in whole made by the committee and unanimously accepted. Motion carried.

10. Consideration with possible action on the request by Ald. Andy Nicholson to review the total amount of expenses and total amount of debt left in the I-43 Industrial Park TIF.

Motion made to receive and place on file and accept items 7-11 as one and provide information in whole made by the committee and unanimously accepted. Motion carried.

11. Consideration with possible action on the request by Ald. Andy Nicholson to review the amount of administration fees for City operational cost we are charging for TIFs yearly; an itemized list of expenses per TIF.

Motion made to receive and place on file and accept items 7-11 as one and provide information in whole made by the committee and unanimously accepted. Motion carried

12. Report by Finance Director.

Dawn Foeller wanted to call attention to upcoming budget meeting dates which are set as follows: Mayor's Budget document will be handed out at Common Council on October 18. November 1 will be the meeting of the Joint Personnel and Finance Committee and November 7 the Public Hearing and budget discuss will be held at the Common Council meeting.

Ald. DeWane asked that Director Foeller to send out a communication to all Council members that if any Council members have requests for the budget, that they are brought forward to respective departments to be considered.

Director Foeller has estimated the City's expense constraint will be \$1.2M in order for the City to qualify for the States Expenditure Restraint program which we receive \$1.5M.

Director Foeller stated to the committee that she has not, to date, received any applications for excess sales tax. She requests if any are received by alders, please forward as soon as possible to Finance office.

Motion to receive and place on file made by committee and unanimously accepted; motion carried.

Motion to adjourn meeting at 5:05p made by Ald. Mark Steuer; seconded by Ald. Tom DeWane.

2016 Contingency Fund
\$58,000

1) **THIS MEETING IS AUDIO TAPED:** THE AUDIO OF THIS MEETING & MINUTES ARE AVAILABLE ON LINE AT WWW.CI.GREEN-BAY.WI.US.

2) **ACCESSIBILITY:** Any person wishing to attend who, because of a disability, requires special accommodation should contact the City Safety Manager at 448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.

3) **QUORUM:** Please take notice that it is possible that additional members of the Council may attend this committee meeting resulting in a majority or quorum of the Common Council. This may constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.

4) **REPRESENTATION:** The party requesting the communication, or their representative, should be present at this meeting.